



**PUBLIC NOTICE**  
**HUACHUCA CITY TOWN COUNCIL**  
**MEETS**  
**THURSDAY, APRIL 11, 2019, AT 7:00PM**  
**HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,**  
**AZ 85616**

**AGENDA**

**A. Call to Order**

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- Invocation

*Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.*

**B. Call to the Public**

Mayor

*A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

**C. Consent Agenda**

Mayor

*All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without the removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.*

- C.1** Consider approval of the minutes of the regular Council meeting held on March 14, 2019.

- C.2 Consider approval of the minutes of the regular Council meeting held on March 28, 2019.
- C.3 Consider approval of the minutes of the Council executive session held on March 28, 2019.
- C.4 Consider approval of the Payment Approval Report In the amount of **\$64,765.55**
- C.5 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
  - a. Lot of Library NOOK readers

**D. Unfinished Business before the Council**

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

- D.1 Discussion and/or Action: [Manager Williams]: Adoption of Resolution 2019-13 adopting a revised School Road agreement with Tombstone Unified School District.
- D.2 Discussion and/or Action: [Mayor Pro-Tem Johnson]: Behavior of Councilmember Walter Welsch in light of the Town's Code of Conduct for Elected Officials.

**E. New Business before the Council**

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

- E.1 Discussion and/or Action: [Mayor Wallace]: Scheduling of Town Manager's annual performance evaluation and review of rating criteria.
- E.2 Discussion and/or Action: [Manager Williams]: Approval of Town Clerk job description and Council direction to staff to begin the hiring process.
- E.3 Discussion and/or Action: [Mayor Wallace]: Appointment of Matthew Williams as Interim Town Clerk until a new Town Clerk is hired.
- E.4 Discussion and/or Action: [Manager Williams]: Council consideration and possible adoption of Town volunteer policy.

- E.5 Discussion and/or action: [Councilmember Welsch]: Consideration of the status/definition of the relationship of the Friends of the Huachuca City Library and the Town of Huachuca City.
- E.6 Discussion and/or Action [Mayor Wallace]: Proclamation declaring April 2019 as Fair Housing Month.
- E.7 Discussion and/or Action: [Mayor Wallace]: The Council might vote to go into executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), to discuss employment matters regarding the Library Director, Suzanne D. Harvey. Any action on this item would be taken in public [open] session.
- E.8 Discussion and/or Action [Manager Williams]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(3) and (4) for the purpose of discussion and consultation with the Town's attorneys pertaining to the pending litigation with ME Management [Dusk Till Dawn]. Following the executive session, the Council may take action in open session to direct the attorneys and/or approve Resolution No. 2019-14, authorizing an agreement to settle the litigation and acquire the Dusk Til Dawn property and the adjacent parking area.

F. Items to be placed on future agendas

G. Adjournment

Posted at 5:00pm April 9, 2019, at the following locations:

<b>Town Hall Bulletin Board</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Town Hall Lobby</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Town Website</b> <a href="https://huachucacityaz.gov">https://huachucacityaz.gov</a>
<b>Huachuca City U.S. Post Office</b> 690 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Huachuca City Library</b> 506 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Huachuca City Police Department</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616

*Matthew C. Williams*

Matthew C. Williams, Town Manager

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Committee Members, with the exception of material relating to possible executive session, are available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at [www.huachucacityaz.gov](http://www.huachucacityaz.gov)

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



**MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
MEETING HELD  
THURSDAY, MARCH 14, 2019 AT 7:00PM  
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,  
AZ 85616**

**AGENDA**

**A. Call to Order**

Mayor

- Pledge of Allegiance
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The meeting was called to order at 7:00pm. The Pledge of Allegiance was led by Mayor Pro tem Johnson.

**Roll Call.**

**Present:** Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Walt Welsch, Matthew Williams (Not voting), Jennifer Fuller (Not voting), Thomas Benavidez, Attorney (Not voting).

**Excused:** Johann Wallace (late), Debbie Trate.

The Invocation was offered by Elder James Thomas.

**B. Call to the Public**

Mayor

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There were no public comments offered.

**C. Consent Agenda**

Mayor

*All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.*

- C.1 Consider approval of the minutes of the work sessions held on February 28, 2019.
- C.2 Consider approval of the minutes of the regular meeting held on February 28, 2019.
- C.3 Consider approval of the Invoice Payment Approval Report in the amount of \$ **147,021.53**
- C.4 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
  - a. 1986 Ford L7000 Dump Truck 1FDNK70U8GVA17214
  - b. Caterpillar 966 front end loader 94X02125
  - c. Bucket and forks for Caterpillar 966 front end loader

**Motion:** Consider approval of the Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Donna Johnson, **Seconded by** Christy Hirshberg.

**Motion:** Consent agenda, **Action:** Approve, **Moved by** Donna Johnson, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

**D. Unfinished Business before the Council**

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

- D.1 Discussion and/or Action [Mayor Wallace]: Second Required Reading and Adoption of Ordinance 2019-10, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 8 "HEALTH AND SAFETY," TO ALLOW FOR BOTH CIVIL AND CRIMINAL PENALTIES FOR TITLE 8 VIOLATIONS.

**Motion:** Item D.1, **Action:** Open for Discussion and/or Action, **Moved by** Donna Johnson, **Seconded by** Christy Hirshberg.

**Mayor Pro-Tem Johnson** asked if there were questions on this item, being none a 2<sup>nd</sup> was requested.

**Motion: Ordinance 2019-10, Action: Adopt, Moved by Donna Johnson, Seconded by Cynthia Butterworth.**

**Motion passed unanimously.**

**E. New Business before the Council**

**Mayor**

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- E.1 Discussion and/or Action [Mayor Wallace]: Proclamation declaring March as Women's History Month.**

**Motion: Item E.1, Action: Open for Discussion and/or Action, Moved by Donna Johnson, Seconded by Christy Hirshberg.**

Mayor Pro tem Johnson read the proclamation. No Council action or vote required. Councilmember Welsch called for a point of order as the item was only read, not passed. Mr. Benavidez advised Council that under Town code the Mayor could provide a proclamation.

- E.2 Discussion and/or Action [Director Harvey]: Presentation by the Friends of the Huachuca City Library of a plaque in appreciation to Fred Banks for his work on the relocation of the connex.**

**Motion: Item E.2, Action: Open for Discussion and/or Action, Moved by Donna Johnson, Seconded by Cynthia Butterworth.**

Director Harvey introduced Chuck Muscato of the Friends of the Huachuca City Library who presented Mr. Fred Banks with the plaque. Mr. Muscato also thanked Town Council for allowing the Friends to relocate the conex. No Council action or vote required.

- E.3 Discussion and or Action [Director Harvey]: Approval and acceptance of quote for purchase of fireworks for the Town's Annual 4<sup>th</sup> of July Celebration.**

**Motion: Item E.3, Action: Open for Discussion and/or Action, Moved by Donna Johnson, Seconded by Cynthia Butterworth.**

Director Harvey presented the Council with three quotes. The quotes are from the same company as last year and the prices have not changed. Ms. Harvey recommended the first quote for \$5,000 which is a 20-25 minute display.

Councilor Welsch expressed his opinion that, due to the financial constraints the Town is currently facing, he feels the fireworks are absurd.

Mayor Pro tem advised the fireworks are provided for in the Town's current budget.

Councilor Butterworth advised she thought one of the reasons for passing the ordinance allowing the sale of alcoholic beverages on Town property was so the Town could have events like this sponsored. That may be the case in the future, but the Town can't wait to find a sponsor; the fireworks order has to be processed in the very near future. Director Harvey added that the Whetstone Fire Department is conducting the fireworks show setup for free again this year. Councilman Welsch stated again, he doesn't feel that we should spend the money.

**Motion:** quote #1 for fireworks, **Action:** Approve, **Moved by** Donna Johnson, **Seconded by** Joy Banks.

**Vote:** Motion passed (summary: Yes = 3, No = 2, Abstain = 0).

**Yes:** Donna Johnson, Joy Banks, Christy Hirshberg.

**No:** Cynthia Butterworth, Walt Welsch.

**Absent:** Johann Wallace, Debra Trate.

The Town Manager Williams raised the question to the attorney if the vote prevailed or if we needed 4 affirmative votes for the motion to pass. The attorney requested this item be deferred for a short time while he researched the answer.

- E.4 Discussion and/or Action [Director Harvey]: Council Decision Request for approval for Rain Harvesting and Pollinator Garden projects.

**Motion:** Item E.4, **Action:** Open for Discussion and/or Action, **Moved by** Donna Johnson, **Seconded by** Joy Banks.

*Mayor Wallace joined the Council meeting at 7:23pm*

Director Harvey presented the plan for a rain water harvesting project. The project will cost the Town about \$170.00. The only maintenance will be cleaning the leaf-eater periodically. In conjunction with the rainwater harvesting project, Director Harvey would also like to build a pollinator garden, including a Monarch butterfly waystation and edibles. The garden would be watered by the rainwater harvesting, so the garden will only be built if the grant for the rainwater project is awarded. Public Works will be doing the install, it has already been discussed with Director Halterman.

**Motion:** approval of the rainwater harvesting project and, contingent upon the rainwater grant, building the garden, **Action:** Approve, **Moved by** Donna Johnson, **Seconded by** Johann Wallace.

Motion passed unanimously.



*Attorney Benavidez advised the Council that the 3-2 vote for fireworks prevails. The Council does not require a "Super-majority" vote for the item.*

**E.5 Discussion and/or Action [Councilmember Welsch]: Town insurance coverage of volunteers.**

**Motion:** Item E.5, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

The question was brought up previously regarding whether volunteers are covered by the Town's insurance in the event one was injured. The Town Manager advised Council the risk pool stated it would cost \$116.64 per volunteer, per year for workman's comp coverage. The Mayor asked if this would cover all volunteers if listed. The Town Manager responded, yes they would. Mayor Wallace asked if the risk pool defined "what is a volunteer". The Town Manager asked Ms. Vu if she had more information on that. She responded "No".

Councilmember Welsch added to the best of my knowledge the most of common definition of volunteer is anyone who provides services for free to the city or municipality. The Town Manager responded that for that to be possible we would have to have a list of volunteers. The Town Manager further stated this would be interested for projects such as with the animal shelter renovation. Mayor Wallace asked does this mean a volunteer organization need an insurance rider. Councilmember Hirshberg asked "could they simply sign a waiver"? The Town Manager added that insurance protects the Town and the volunteers. The Town attorney advised that some waivers are valuable, some aren't. He added that an injured volunteer's insurance may sue a group, even if the volunteer chooses not to sue for damages. Councilmember Welsch asked in this state "are people who are required to do public service insured"?

Councilmember Welsch asked Director Harvey if Matthew had ever spoken to her about volunteers. She responded "not that I recall sir, and we don't have any volunteers right now". Councilmember Welsch stated "you have had community service people". Director Harvey agreed.

Councilmember Welsch asked Chief Jim Thies "if the Town Manager had spoken with him about volunteers"? Chief Thies responded "Yes". Councilmember Welsch asked "Did he seem to be aware what was going on?" Chief Thies responded "We determined they couldn't use volunteers at that time, as we didn't know if they could be covered". Councilmember Welsch asked "Was it ever researched or clarified". Chief Thies responded "I don't know if it was researched".

Mayor Wallace "asked Councilmember Welsch, what are you driving at". Councilmember Welsch responded "I think he should've gotten to this a long time ago". The Town Manager stated "we told volunteers they couldn't use ladders, as they aren't insured. So, yes sir we discussed volunteers. Volunteers were told things they could or could not do." Councilmember Welsch "asked Tammy Mitchell about this because they were using volunteers at the Senior Center, and Tammy Mitchell stated it was fine. Councilmember Welsch was told it was fine then, but now I find out it isn't fine. I know it's been a problem for 5 years". Mayor Wallace responded "well that was five years ago, and this is now. So,

what we do know is, yes we can use them, at a cost of \$116.64 per volunteer, per year". Councilmember Welsch added "we still need to find out about community service people". The Mayor asked "If the Town Manager had discussed this with other Towns?" The Town Manager responded "I reached out to other organizations, I didn't get a response". He added "we are extremely liable for the prisoners, and I need to read what the IGA says, I don't know off the top of my head". Councilmember Welsch responded "that's right".

After much discussion, the attorney advised that the Town has coverage if anyone, volunteer or otherwise is injured. Ms. Ha Vu, Finance Director for the Town advised the Council that according to Arizona Revised Statutes, any Town department that wishes to utilize volunteers must furnish a list of the names of the volunteers and the Council must approve the list by resolution.

Mayor Wallace asked "how many individuals wanted to paint the community center? He added "It's one day of work, and we have to cover it. What's the point in being a volunteer?" Town Manager Williams stated "on the flip side of it, if you are going to have a volunteer at the Senior Center, who volunteers all the time, then it's worth it. At some point you have a different threshold, at some point, it becomes worth the expense." The Mayor added "for one day it isn't worth it, for long term it is".

Councilor Welsch mentioned that in other states, it is possible to insure an event rather than each volunteer when the event is a one-time thing. Mr. Welsch also advised his concern over the inmates and community service personnel. Mr. Welsch advised he believes the Town needs more information and that all volunteerism in the Town should stop until a determination is made. The Town attorney added "that if we are going to do that, provide worker's comp, then we have to sign a contract. Then they become employees". The Mayor added "volunteers will have to fill out an application, provide an I-9, whether they are covered or not, people are going to sue. Whether we have coverage or not; they are going to sue. Nothing we can do about it. I don't know what motion to make or how to go forward".

Councilmember Welsch added "that until we have more information all use of volunteers in this Town should be suspended, until this is properly resolved". Finance Clerk Vu added that for volunteers, Council must pass a resolution for volunteers to be covered. The Mayor asked Director Harvey "does the library employee volunteers"? Director Harvey responded "At this moment the library has no volunteers, and I would like to add the Friends of the Library is an organization separate from the library, they are not volunteers. They have their own meetings, their own minutes. I provide a report, I am not part of the friends of the library. They are not volunteers, we have no volunteers at this time.

"We have community service people, but that is a totally separate issue." Mayor Wallace added "We have an IGA with the DOC", Councilmember Welsch "do you want to make a motion"? Councilmember Banks asked "do we need a resolution for each volunteer"? Clerk Vu added all the volunteers could be on the same list, per department. Councilor Welsch added we need more information about volunteers, community service, I think we should suspend volunteers until we know more. Director Harvey added "the Friends of the library are not volunteers". Councilmember Welsch added "if they are working for the city, they are volunteers".

**Motion:** determine additional information regarding inmates and community service personnel, **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. Motion passed unanimously.

- E.6 Discussion and/or Action [Manager Williams]: Approval of authorization to pay the remaining balance owed for the ACO truck so that the town may obtain the title and transfer ownership to the winning bidder.

**Motion:** Item E.6, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

The ACO truck sold on Public Surplus. Staff is asking for authorization to pay off the balance owed on the truck; the Town will recoup the cost when Public Surplus forwards the payment from the auction to the Town.

**Motion:** pay off the balance owed for the ACO truck, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson. Motion passed unanimously.

- E.7 Discussion and/or Action [Manager Williams]: Approval of authorization to spend up to \$50,000 to purchase a front-end loader from the sale of surplus landfill equipment.

**Motion:** Item E.7, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

The Town received a check for \$139,000 for the equipment previously sold and has purchased a scraper and 10 wheel dump truck. All of the money the Town is receiving for selling old equipment is being used to buy better, newer equipment. Councilmember Welsch asked if staff was having issues with which department owned the equipment. The Town Manager advised Council that due to bad records we cannot state what we paid for equipment, let alone what department.

**Motion:** authorization to expend up to \$50,000 for a front-end loader for the landfill, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. Motion passed unanimously.

- E.8 Discussion and/or Action [Manager Williams]: Approval of authorization to spend up to \$10,000 to purchase a dump truck from the sale of surplus Town equipment.

**Motion:** Item E.8, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Joy Banks.

Mayor Wallace advised there needs to be a clear line of accounting for where the money is coming from and where the money is being spent. Mr. Williams agreed.

**Motion:** authorization to expend up to \$10,000 in surplus funds to purchase a dump truck, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson. Motion passed unanimously.

- E.9 Discussion and/or Action [Manager Williams]: Council staff direction on budgeting issues regarding legal costs, insurance costs & auditing costs.

**Motion:** Item E.9, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Currently, the costs for legal services, auditing and insurance are split up equally between departments. After discussion, it was determined that in the next budget cycle, departments with vehicles will be responsible for insurance costs for those vehicles, legal fees will be budgeted under Council and auditing will be split 50% under the General Administration budget, 25% under the landfill budget, and 12.5% under each of the budgets for Water and Sewer.

**Motion:** under next budget cycle, split the services for auditing as 50% General Admin, 25% landfill, 12.5% for water and 12.5% for sewer. Legal costs will be covered under Council's budget and insurance for vehicles will be split between the departments that have vehicles; the remainder of the insurance costs will be budgeted under General Admin. Councilmember Welsch added this way would work for this year, but should be reviewed during the next budget year at this time, as part of the Town Manager's job. Councilmember Welsch also advised SEAGO fees should be included under Council. **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Motion passed unanimously.

**Motion:** 10 minute break, **Action:** Enter Recess, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Motion passed unanimously.

*Recess 8:22-8:32pm*

Mayor Wallace called the meeting back to Order at 8:32pm.

- E.10 Discussion and/or Action [Manager Williams]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(3) and (4) for the purpose of discussion and consultation with the Town's attorneys pertaining to the pending litigation with ME Management [Dusk Till Dawn]. Following the executive session, the Council may take action in open session to direct the attorneys, approve a settlement of the case, or defer action to a later date.

**Motion:** Item E.10, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

**Motion:** executive session, **Action:** Enter Closed Session, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Motion passed unanimously.

Council entered public session at 9:21pm.

**Motion:** authorize attorneys to proceed as instructed in the executive session, **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.  
Motion passed unanimously.

- E.11 Discussion and/or Action [Manager Williams]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1) for discussion regarding the reappointment of James Thies to the position of Town Police Chief. Following the executive session, the Council may take action in open session or defer decision to a later date.

*9:22pm, Councilor Welsch exited the Council Chamber.*

**Motion:** executive session, **Action:** Enter Closed Session, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 5).

**Yes:** Johann Wallace, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg.  
**Excused:** Walt Welsch.

*9:23pm, Councilor Welsch reentered the Council Chamber.*

Council entered public session at 10:08pm

**Motion:** reappointment of Chief Thies to his position, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

- F. Reports of Current Events by Council  
No reports made.

- G. Items to be placed on future agendas  
Mayor Pro tem Johnson will email her item to the clerk.

- H. Adjournment

**Motion:** Adjourn meeting, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**Vote:** Motion passed (summary: Yes = 5, No = 1, Abstain = 0).

**Yes:** Johann Wallace, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg.

**No:** Walt Welsch.

Meeting was adjourned at 10:09pm.

Approved by Mayor Wallace on March 28, 2019

\_\_\_\_\_  
**Johann Wallace, Mayor**

**Attest:** \_\_\_\_\_  
**Jennifer A. Fuller, Town Clerk**

**Seal:**

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on March 14, 2019. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
**Matthew Williams, Interim Town Clerk**



**MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
MEETS  
THURSDAY, MARCH 28, 2019, AT 7:00PM  
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**AGENDA**

**A. Call to Order**

Mayor

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The meeting was called to order at 7:00pm.

Roll Call.

**Present:** Johann Wallace, Debra Trate, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Walt Welsch, Matthew Williams (Not voting), Jennifer Fuller (Not voting), Thomas Benavidez, Attorney (Not voting).

The invocation was led by Chaplain Dave Carnes.

**B. Call to the Public**

Mayor

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There were no public comments offered.

C. Consent Agenda

Mayor

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- C.1 Consider approval of the minutes of the regular meeting held on March 14, 2019.
- C.2 Consider approval of the Invoice Payment Approval Report in the amount of \$ 174,682.06
- C.3 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
  - a. Evaporator Cooler
  - b. Ladder Trailer

**Motion:** Consider approval of the Consent Agenda, **Action:** Open for discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Consent agenda item C.1 was removed by Councilmember Welsch due to the omission of the Library director's statement of no volunteers and that the Friends of the library are part of a service organization. Mayor Wallace questioned Councilmember Welsch as to the removal of the item E.5. Councilmember Welsch again stated it was due to the omission of the comments regarding the Friends of the Library, that no volunteers are being used at the library.

**Motion:** Consent Agenda, **Action:** Approve Consent Agenda with the exception of Item C.1, **Moved by** Johann Wallace, and **Seconded by** Councilmember Christy Hirshberg. Motion passed 7-0.

Mayor Pro-Tem Johnson also wanted Item C.1 removed due to comments that were made that are not included in the minutes.

**Motion:** Consent Agenda, **Action:** Pull item C.1 from consent agenda and correct the omissions noted by Councilmember Welsch and Mayor Pro-Tem Johnson. **Moved:** by Mayor Johann Wallace. **Seconded by** Councilmember Cynthia Butterworth. Motion passed 7-0.

D. Unfinished Business before the Council

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five*



*minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

**E. New Business before the Council**

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

- E.1 Discussion and/or Action [Manager Williams]: Monthly Budget Update Report presentation by Spencer Forsberg of Haymore and Forsberg, C.P.A.**

**Motion:** Open Item E.1 for discussion. **Action:** Approve to open Item for discussion. **Moved by:** Mayor Johann Wallace. **Seconded by** Councilmember Hirshberg.

Spencer Forsberg discussed how we are eight months into the fiscal year. General fund had a positive balance of over \$62,545 due to \$30,200 in auction proceeds in February. Water fund lost \$14k in February. Sewer fund lost \$7500 in February. Garbage fund had revenues of \$11,500 with no expenses due to a delay in Waste Management billing. Landfill lost \$8600.

Councilmember Welsch asked why the Senior Center is still paying legal fees as it is non-functioning.

The Town finance clerk responded these were expenses from January, and these expenses would be moved to another account.

- E.2 Discussion Only [Mayor Wallace]: Presentation of the Yard of the Month winners for April 2019, in coordination with the Friends of Huachuca City.**

**Motion:** Open Item E.2 for discussion. **Action:** Open Item for discussion. **Moved by** Mayor Johann Wallace. **Second by** Councilmember Joy Banks.

Mayor Wallace presented plaques to Ralph Bailey and Erica Summons. Councilmember Welsch will be presenting a plaque to Angela Brown.

- E.3 Discussion and/or Action [Mayor Wallace]: Proclamation declaring April as Power of Parent's month to reduce teen drug and alcohol use.**

**Motion:** Open E.3 for discussion. **Action:** Open for discussion. **Moved by** Mayor Johann Wallace. **Second by** Mayor Pro-Tem Johnson.

- E.4 Discussion and/or Action [Manager Williams] Adoption of Resolution 2019-13 adopting a revised School Road agreement with Tombstone Unified School District.**

**Motion:** Open E.4 for discussion. **Action:** Open for discussion. **Seconded** by Councilmember Christy Hirshberg.

The Town Manager discussed staff concerns with the required parking maintenance and the lack of defining what maintaining the parking lot means. Maintenance was in the original 1967 agreement.

**Motion:** Postpone Item E.4 until next Council meeting. **Action:** Item postponed, defining "maintain". **Moved** by Mayor Johann Wallace. **Seconded** by Mayor Pro-Tem Donna Johnson.

E.5 Discussion and/or Action [Vice Mayor Johnson]: Behavior of Councilmember Walter Welsch in light of the Town's Code of Conduct for Elected Officials.

(Item pulled due to missing documentation in minutes)

Mayor Wallace asked Council if they would like a break before entering Executive Session. Town Council Declined.

E.6 Discussion and/or Action [Mayor Wallace]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (1), for discussion and evaluation of the Town Clerk, Jennifer Fuller's, job performance. Any formal action on this item will be taken in open session.

**Motion:** Enter into executive session to discuss Clerk Fuller's job performance. **Action:** Enter into executive session. **Moved** by Mayor Johann Wallace. **Seconded** by Councilmember Christy Hirshberg.

**Motion:** Enter back into regular session. **Action:** Vote to return to regular session. **Motion:** Mayor Johann Wallace. **Seconded** by: Approved 7-0.

**Motion:** To retain Ms. Fuller as Town Clerk. **Action:** Vote to retain Ms. Fuller as Town Clerk. **Moved** by: Mayor Johann Wallace. **Seconded** by Mayor Pro-Tem Johnson. Motion failed 4-3 in a roll call vote.

Mayor Wallace explained that a yes vote would be to retain the Town Clerk; a no vote would result in termination.

Mayor Wallace informed Clerk Fuller her services were no longer needed, and asked if Chief Thies would help gather her things. Clerk Fuller thanked Mayor and Council.

Manager Williams discussed the Town Manager's report. He also discussed the purchase of the 613 scraper and dump truck with the funds from the sale of the 836 compactor as well as staff meeting with ADEQ regarding the sewer pond project.

Chief Thies asked if Ms. Fuller could return tomorrow to gather her personal things.

Councilmember Joy Banks reported SVMPO was postponed as well as the Upper San Pedro sponsorship. The Mayor reported on staff meeting with SVMPO staff and the upcoming traffic signal project.

The Town Manager added that the Town will be hosting the SEACOM meeting on Thursday, April 11<sup>th</sup> and invited Council to attend the meeting. Operations is at 8am, JPA is at 9am.

- F. Town Manager Report
- G. Reports of Current Events by Council
- H. Items to be placed on future agendas

Mayor Pro-Tem Johnson asked for revised minutes to be on the 4/11 meeting. Councilmember Welsch asked for an agenda item on the relationship on the Friends of the Library to the library. Mayor Wallace asked for an agenda item to begin the process to hire a new Town Clerk.

- I. Adjournment

**Motion:** To adjourn. **Action:** Meeting adjourned. **Moved by** Mayor Johann Wallace. **Seconded by** Mayor Pro-Tem Johnson.

Approved by Mayor Wallace on April 11, 2019

\_\_\_\_\_  
Johann Wallace, Mayor

Attest: \_\_\_\_\_  
Matthew Williams, Interim Town Clerk

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on March 14, 2019. I further certify that the meeting was duly called and a quorum was present.

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**Matthew Williams, Interim Town Clerk**

**Note:** This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Committee Members, with the exception of material relating to possible executive session, are available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at [www.huachucacityaz.gov](http://www.huachucacityaz.gov)

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1022250</b>							
CopperPoint Mutual Insurance	1011749293	Workmans Comp	04/01/2019	1,717.00	.00		
Total 1022250:				1,717.00	.00		
<b>1022410</b>							
AZ Dept of Economic Security	11481008/3311	quarter tax due	03/31/2019	584.40	584.40	04/04/2019	
Total 1022410:				584.40	584.40		
<b>1022520</b>							
AFLAC	045703	Payroll Deduction	03/28/2019	523.60	523.60	03/28/2019	
Total 1022520:				523.60	523.60		
<b>1022540</b>							
Vision Service Plan	03182019	Vision Ins./30 049730 0001	03/18/2019	136.50	136.50	03/28/2019	
Total 1022540:				136.50	136.50		
<b>1022700</b>							
LegalShield	0104832/03202	employee benefit	03/20/2019	15.95	15.95	03/28/2019	
Total 1022700:				15.95	15.95		
<b>1042110</b>							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1042110:				325.00	.00		
<b>1042290</b>							
Wicked Limitz Graphics	44133	Desk Plate-Trade	04/05/2019	15.00	.00		
Total 1042290:				15.00	.00		
<b>1043130</b>							
Sunwest Pensions	39120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	103.14	103.14	03/28/2019	
Total 1043130:				103.14	103.14		
<b>1043290</b>							
Jennifer Fuller	001414	Bake Goods For Coffee W/Town	03/28/2019	30.93	30.93	03/28/2019	
Jennifer Fuller	030014	Bake Goods For Coffee W/Town	03/28/2019	30.56	30.56	03/28/2019	
Total 1043290:				61.49	61.49		
<b>1043340</b>							
Southwest Gas Corporation	04/03/2019	Utility Service-Gas	04/03/2019	129.19	.00		
Total 1043340:				129.19	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1043380</b>							
AZ Department of Corrections	D08106201902	Inmate Transportation Cost	03/28/2019	18.03	18.03	03/28/2019	
AZ Department of Corrections	D08107201903	Inmate Labor	04/02/2019	13.82	.00		
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1043380:				356.85	18.03		
<b>1043470</b>							
Gardner's Garage	03P690	Battery For 2012 Impala	03/28/2019	313.42	.00		
Total 1043470:				313.42	.00		
<b>1043480</b>							
Clark Information Systems	121724	Internet Service	03/28/2019	89.95	89.95	03/28/2019	
Caselle, Inc	94104	Contract Support	04/01/2019	712.00	.00		
Total 1043480:				801.95	89.95		
<b>1043500</b>							
Truly Nolen Exterminating, Inc	250131227	Pest Control	03/20/2019	44.00	44.00	03/28/2019	
Truly Nolen Exterminating, Inc	250132198	Pest Control	03/20/2019	44.00	44.00	03/28/2019	
Total 1043500:				88.00	88.00		
<b>1043703</b>							
Code Publishing, Inc.	63044	Municipal Code-Wed Update	03/27/2019	473.10	.00		
Total 1043703:				473.10	.00		
<b>1045130</b>							
Sunwest Pensions	39120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	34.38	34.38	03/28/2019	
Total 1045130:				34.38	34.38		
<b>1045290</b>							
Wist Office Products	1884954	Toner Cartridge	03/25/2019	143.26	.00		
Total 1045290:				143.26	.00		
<b>1048840</b>							
Hewlett-Packard Financial Service	600594720	Computer	03/16/2019	683.75	683.75	03/28/2019	
Total 1048840:				683.75	683.75		
<b>1051130</b>							
Sunwest Pensions	39120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	34.38	34.38	03/28/2019	
Total 1051130:				34.38	34.38		
<b>1051230</b>							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1051230:				325.00	.00		
<b>1051340</b>							
Southwest Gas Corporation	04/03/2019	Utility Service-Gas	04/03/2019	304.34	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1051340:				304.34	.00		
<b>1051360</b>							
AZ Department of Corrections	D08106201902	Inmate Transportation Cost	03/26/2019	18.02	18.02	03/26/2019	
AZ Department of Corrections	D08107201903	Inmate Labor	04/02/2019	13.82	.00		
Total 1051360:				31.84	18.02		
<b>1051475</b>							
Fleet Services	58355955	fuel expense	03/15/2019	632.32	632.32	03/26/2019	
Total 1051475:				632.32	632.32		
<b>1051505</b>							
Freedom Towing & Hauling	001515	Vehicle Impound Tow Fee	03/24/2019	100.00	100.00	03/26/2019	
Total 1051505:				100.00	100.00		
<b>1051680</b>							
Sullivan, Geri	03272019	Sullivan-Per Diem & Hotel-NIBRS	03/27/2019	161.18	.00		
Sullivan, Geri	04/10-11/2019	Sullivan-Per Diem & Hotel-NIBRS	03/26/2019	80.00	.00		
Paul Dunn	04/10-11/2019	Dunn-Per Diem NIBRS Training	03/27/2019	80.00	.00		
Gerald Hursh	1315851	Reimb Gas For AC Training Phoe	03/28/2019	38.01	.00		
Gerald Hursh	248813/032620	Reimb Gas For AC Training Phoe	03/28/2019	20.60	.00		
Total 1051680:				369.69	.00		
<b>1052140</b>							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1052140:				325.00	.00		
<b>1052380</b>							
AZ Department of Corrections	D08106201902	Inmate Transportation Cost	03/26/2019	72.10	72.10	03/26/2019	
Total 1052380:				72.10	72.10		
<b>1052475</b>							
Fleet Services	58355955	fuel expense	03/15/2019	42.00	42.00	03/26/2019	
Total 1052475:				42.00	42.00		
<b>1052480</b>							
TransWorld Network, Corp	14571742-059	Internet Services	03/25/2019	64.86	64.86	03/26/2019	
Total 1052480:				64.86	64.86		
<b>1052660</b>							
Gerald Hursh	04/17-19/2019	Per Diem Hursh/Animal Care Lau	03/19/2019	88.00	.00		
Total 1052660:				88.00	.00		
<b>1053340</b>							
Southwest Gas Corporation	04/03/2019	Utility Service-Gas	04/03/2019	304.33	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1053340:				304.33	.00		
<b>1054300</b>							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1054300:				325.00	.00		
<b>1054360</b>							
SW Building Inspection Service	9481	Contract Services	03/30/2019	4,150.00	.00		
Total 1054360:				4,150.00	.00		
<b>1057360</b>							
AZ Department of Corrections	D08108201902	Inmate Transportation Cost	03/28/2019	72.10	72.10	03/28/2019	
AZ Department of Corrections	D08107201903	Inmate Labor	04/02/2019	55.28	.00		
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1057360:				452.38	72.10		
<b>1057460</b>							
Fleet Services	58355955	fuel expense	03/15/2019	231.43	231.43	03/28/2019	
Gingers Auto Title Service, LLC	03262019	Title & Registration 1994 Intl Dum	03/28/2019	19.00	19.00	03/28/2019	
Sunwest Pensions	39120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	34.38	34.38	03/28/2019	
Antelope Run Electric, Inc.	11511	Remove Parking Lights at Commu	01/17/2019	800.00	800.00	03/28/2019	
Total 1057460:				1,084.81	1,084.81		
<b>1060704</b>							
Fireworks Productions of AZ	9120	Fireworks Deposit	03/27/2019	2,500.00	.00		
Total 1060704:				2,500.00	.00		
<b>1062130</b>							
Sunwest Pensions	39120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	34.38	34.38	03/28/2019	
Total 1062130:				34.38	34.38		
<b>1062290</b>							
Wist Office Products	1862996	Janitorial & Office Supplies	03/19/2019	55.00	.00		
Wist Office Products	1863926	Janitorial & Office Supplies	03/21/2019	19.45	.00		
Wist Office Products	1863996	Janitorial & Office Supplies	03/21/2019	26.49	.00		
Wist Office Products	1864062	Janitorial & Office Supplies	03/21/2019	31.89	.00		
Total 1062290:				132.83	.00		
<b>1062340</b>							
Southwest Gas Corporation	04/03/2019	Utility Service-Gas	04/03/2019	44.61	.00		
Southwest Gas Corporation	04/03/2019	Utility Service-Gas	04/03/2019	58.63	.00		
Total 1062340:				103.44	.00		
<b>1062360</b>							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 1062360:				325.00	.00		



Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1062366</b>							
AZ Department of Corrections	D08106201902	Inmate Transportation Cost	03/28/2019	36.05	36.05	03/28/2019	
AZ Department of Corrections	D08107201903	Inmate Labor	04/02/2019	27.64	.00		
Total 1062366:				63.69	36.05		
<b>1062481</b>							
Clark Information Systems	121723	Internet Service	03/26/2019	94.95	94.95	03/28/2019	
Total 1062481:				94.95	94.95		
<b>1062705</b>							
Copygraphix	24492928	Copy Machine Lease/Library	03/25/2019	547.29	.00		
Total 1062705:				547.29	.00		
<b>1068140</b>							
Berg's Heating & Air Conditioning	3962395	Remove Cooler & Cut Lines Senior	03/25/2019	1,062.00	1,062.00	03/28/2019	
Sun Valley Roofing Company	8128CM	New Roof Senior Center Building	02/25/2019	12,100.00	12,100.00	03/28/2019	
Total 1068140:				13,162.00	13,162.00		
<b>1068340</b>							
Southwest Gas Corporation	04/03/2019	Utility Service-Gas	04/03/2019	96.66	.00		
Total 1068340:				96.66	.00		
<b>2040400</b>							
Mark Reutly	000284	Restitution Payment	03/25/2019	23.00	23.00	03/28/2019	
Katrina Sutton	000259	Restitution	03/13/2019	5.00	5.00	03/28/2019	
Total 2040400:				28.00	28.00		
<b>5121350</b>							
Heather Yost	2002503/04052	Water Deposit Refund	04/06/2019	1.14	.00		
Total 5121350:				1.14	.00		
<b>5140110</b>							
Cintas Corporation No. 445	4018995518	Uniform and Rentals/Public Works	03/27/2019	93.69	93.69	03/28/2019	
Cintas Corporation No. 445	4019497874	Uniform and Rentals/Public Works	04/03/2019	94.12	.00		
Total 5140110:				187.81	93.69		
<b>5140130</b>							
Sunwest Pensions	36120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	68.76	68.76	03/28/2019	
Total 5140130:				68.76	68.76		
<b>5140360</b>							
AZ Department of Corrections	D08106201902	Inmate Transportation Cost	03/28/2019	72.10	72.10	03/28/2019	
AZ Department of Corrections	D08107201903	Inmate Labor	04/02/2019	55.27	.00		
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Apache Real Estate Investments	3-2018	Contract Service-Water Site Inspe	04/01/2019	500.00	.00		
Total 5140360:				952.37	72.10		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>5140370</b>							
AZ Dept of Revenue	EFT03312019	Sales Tax	03/31/2019	975.52	975.52	04/03/2019	
Total 5140370:				975.52	975.52		
<b>5140475</b>							
Fleet Services	58355955	fuel expense	03/15/2019	231.43	231.43	03/28/2019	
Senergy Petroleum LLC	525261	Diesel #2	03/27/2019	334.28	.00		
Senergy Petroleum LLC	527408	Diesel #2	04/03/2019	209.89	.00		
Total 5140475:				775.61	231.43		
<b>5140510</b>							
Turner Laboratories, Inc	19C0183	Qtrly Ground Water Test	03/21/2019	470.00	470.00	03/28/2019	
Total 5140510:				470.00	470.00		
<b>5140610</b>							
Crescent Electric Supply Co	8506285128.0	Power Supply & Fuses	03/28/2019	892.76	.00		
Total 5140610:				892.76	.00		
<b>5221350</b>							
Salvador Colorado	4000342/03222	Sewer Deposit Refund	03/22/2019	8.62	8.62	03/28/2019	
Total 5221350:				8.62	8.62		
<b>5240130</b>							
Sunwest Penslons	39120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	68.76	68.76	03/28/2019	
Total 5240130:				68.76	68.76		
<b>5240360</b>							
AZ Department of Corrections	D08108201802	Inmate Transportation Cost	03/28/2019	72.10	72.10	03/28/2019	
AZ Department of Corrections	D08107201803	Inmate Labor	04/02/2019	55.27	.00		
Valenzuela, Jr. Carlos S.	195639	Contract Labor	04/04/2019	400.00	.00		
Total 5240360:				527.37	72.10		
<b>5240460</b>							
Westway Power EQ	POS3603/0403	String & Head	04/03/2019	28.94	.00		
Total 5240460:				28.94	.00		
<b>5240475</b>							
Fleet Services	58355955	fuel expense	03/15/2019	231.43	231.43	03/28/2019	
Senergy Petroleum LLC	525261	Diesel #2	03/27/2019	334.28	.00		
Senergy Petroleum LLC	527408	Diesel #2	04/03/2019	209.89	.00		
Total 5240475:				775.60	231.43		
<b>5240650</b>							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 5240650:				325.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>5440360</b>							
Waste Management of AZ	0024950-1571-	Trash Service	04/01/2019	10,188.48	.00		
Total 5440360:				10,188.48	.00		
<b>5540110</b>							
Cintas Corporation No. 445	4018995518	Uniform and Rentals/Landfill	03/27/2019	76.48	76.48	03/28/2019	
Cintas Corporation No. 445	4019497874	Uniform and Rentals/Landfill	04/03/2019	86.92	.00		
Total 5540110:				163.40	76.48		
<b>5540130</b>							
Sunwest Pensions	38120	Plan Year Admin Fee - 2nd Qtr	03/30/2019	171.82	171.82	03/28/2019	
Total 5540130:				171.82	171.82		
<b>5540360</b>							
AZ Department of Corrections	D08108201902	Inmate Transportation Cost	03/28/2019	144.13	144.13	03/28/2019	
AZ Department of Corrections	D08107201903	Inmate Labor	04/02/2019	82.80	.00		
Lal Enterprises, Inc	27072	spetic clean out scalehouse	03/31/2019	57.75	.00		
Total 5540360:				284.78	144.13		
<b>5540460</b>							
Ace Hardware	163523/1	Batteries, PVCs, Bolts, Clamps	04/05/2019	98.23	.00		
Merle's Automotive Supply	16-279047	Cutting Oil	04/01/2019	20.09	.00		
Merle's Automotive Supply	16-279133	Battery & Clamps	04/02/2019	114.07	.00		
Sparkletts	117434480328	Water	03/28/2019	56.52	.00		
Wist Office Products	1864821	Supplies & Toner	03/22/2019	178.76	.00		
Wist Office Products	1864911	Supplies & Toner	03/25/2019	9.24	.00		
Waste Management of AZ	0883732-0567-	Relocate	04/01/2019	2,535.00	.00		
Total 5540460:				3,011.91	.00		
<b>5540475</b>							
Senegy Petroleum LLC	525261	Red Dyed Diesel #2	03/27/2019	738.63	.00		
Senegy Petroleum LLC	527406	Red Dyed Diesel #2	04/03/2019	1,100.63	.00		
Total 5540475:				1,839.26	.00		
<b>5540500</b>							
Ferguson Enterprises #1001	7181307-1	Pipe	03/28/2019	180.81	180.81	03/28/2019	
Total 5540500:				180.81	180.81		
<b>5540610</b>							
Empire Southwest, LLC	EMRA0020587	Rental 613 Scraper	03/20/2019	5,859.88	5,859.88	03/28/2019	
Empire Southwest, LLC	EMRA0020649	Rental 613 Scraper	03/27/2019	380.45	.00		
Empire Southwest, LLC	EMWK278852	D&R Dozer 4000 Hour Service	03/20/2019	2,835.95	2,835.95	03/28/2019	
GCR Tucson Truck Tire Center	527-75912	Repair Tire Road Grader Blade	03/20/2019	419.28	419.28	03/28/2019	
Grainger, Inc	9133958679	Pipe Dies 1"	04/02/2019	70.84	.00		
Redburn Tire Co	40115453	613C Water Pull Tire	03/19/2019	588.21	588.21	03/28/2019	
Senegy Petroleum LLC	523434	Victory Blue Def	03/29/2019	86.95	.00		
Total 5540610:				10,241.36	9,703.32		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5540850							
Haymore & Forsberg CPA	2770	Accounting Services	04/03/2019	325.00	.00		
Total 5540850:				325.00	.00		
Grand Totals:				64,765.55	30,384.13		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

City Treasurer: \_\_\_\_\_

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## **RESOLUTION NO. 2019-13**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN AMENDED INTERGOVERNMENTAL AGREEMENT WITH TOMBSTONE UNIFIED SCHOOL DISTRICT # 1 TO RESOLVE AN EASEMENT DISPUTE.

WHEREAS, the Town and the School District wish to resolve amicably a dispute between them concerning the location of an easement known as, "School Drive," appurtenant to School District's Huachuca City School; and

WHEREAS, the Town and the School District have negotiated an amicable resolution of their dispute and have memorialized the terms in the agreement attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, on February 14, 2019, the Town adopted an agreement to resolve the dispute, however, the Town now wishes to adopt an amended agreement; and

WHEREAS, A.R.S. 11-952 authorizes agreements between public entities for cooperative actions, and the Town and School District desire to jointly exercise their powers and enter into the Intergovernmental Agreement attached hereto as Exhibit "A"; and

WHEREAS, the Mayor and Council have determined that approval of the Intergovernmental Agreement is in the best interest of Huachuca City and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

- Section 1.** The Town hereby approves the Intergovernmental Agreement, attached hereto as Exhibit "A".
- Section 2.** The Town's officers are hereby authorized and directed to execute said Intergovernmental Agreement on behalf of the Town of Huachuca City.
- Section 3.** The Town's officers and staff are hereby authorized to take all steps necessary and proper to implement said Intergovernmental Agreement and give it effect.
- Section 4.** The version of the agreement adopted on February 14, 2019, is void.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE  
TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 11th DAY OF  
APRIL, 2019.**

\_\_\_\_\_  
Johann Wallace, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Williams, Interim Town Clerk

Approved as to Form:

\_\_\_\_\_  
Thomas Benavidez, Town Attorney

**EXHIBIT A**

***[Agreement with Tombstone Unified School District must be attached.]***



# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616  
Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## RESOLUTION NO. 2019-13

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN AMENDED INTERGOVERNMENTAL AGREEMENT WITH TOMBSTONE UNIFIED SCHOOL DISTRICT # 1 TO RESOLVE AN EASEMENT DISPUTE.

WHEREAS, the Town and the School District wish to resolve amicably a dispute between them concerning the location of an easement known as, "School Drive," appurtenant to School District's Huachuca City School; and

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**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE  
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APRIL, 2019.**

\_\_\_\_\_  
Johann Wallace, Mayor

ATTEST:

\_\_\_\_\_  
Matthew Williams, Interim Town Clerk

Approved as to Form:

\_\_\_\_\_  
Thomas Benavidez, Town Attorney

**EXHIBIT A**

***[Agreement with Tombstone Unified School District must be attached.]***



When recorded, mail to:  
Tombstone Unified School District #1  
P.O. Box 1000  
Tombstone, AZ 85638

Space above for Recorder's use only

### CONVEYANCE OF TEMPORARY EASEMENT

For Ten Dollars and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, TOMBSTONE UNIFIED SCHOOL DISTRICT #1, a duly constituted and organized school district of Cochise County, Arizona, does hereby give and grant unto the CITY OF HUACHUCA CITY, ARIZONA, a municipal corporation of the State of Arizona, a ninety-nine (99) year easement upon, over and across the surface of the following described premises, to-wit:

**See Attached Description, "Exhibit A"**

TO HAVE AND TO HOLD the same unto the said CITY OF HUACHUCA CITY, and its successors, for the following use and purpose, to-wit:

To use and maintain paved roadway and parking area upon, across and over said easement that, with March 14, 1967 conveyance, is known as "School Drive" and is appurtenant to Huachuca City School.

Together with the right of ingress and egress to, from, across and along the Grantor's Property, and with the right to use lands adjacent to said easement during temporary periods of reparation, replacement or maintenance of said roadway and/or parking area; the right to repair, replace, maintain and remove said roadway and/or parking area from said easement; and to trim or remove any trees, shrubs or tall grasses that in the judgment of the City may interfere with use or maintenance of said roadway and/or parking area.

It is to be understood that the only parking area maintenance to be performed by the Town should be weed control, trees, shrubs and tall grasses.

By accepting this easement, the City of Huachuca City agrees to exercise reasonable care to avoid any damage to said real property above described.

IN WITNESS WHEREOF, and during a properly noticed meeting, the TOMBSTONE UNIFIED SCHOOL DISTRICT #1 has caused this temporary easement to be conveyed.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

Grantor:

\_\_\_\_\_  
Keith Guin, Governing Board President, Tombstone Unified School District #1

Exempt Pursuant to A.R.S. §§ 11-1134(A)(2), 11-1134(A)(3)

STATE OF ARIZONA } SS  
County of Cochise }

This instrument was subscribed, sworn to, and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Notary Public**

When recorded, mail to:  
Tombstone Unified School District #1  
P.O. Box 1000  
Tombstone, AZ 85638

Space above for Recorder's use only

### CONVEYANCE OF TEMPORARY EASEMENT

**\*\*This Conveyance supersedes prior recorded conveyance of easement in 1971 ["School Drive" (Cochise County Recorder's Docket 696-40, 41)] that was granted to CITY for Ingress and egress and signed on March 14, 1967.\*\***

For Ten Dollars and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, TOMBSTONE UNIFIED SCHOOL DISTRICT #1, a duly constituted and organized school district of Cochise County, Arizona, does hereby give and grant unto the CITY OF HUACHUCA CITY, ARIZONA, a municipal corporation of the State of Arizona, a ninety-nine (99) year easement upon, over and across the surface of the following described premises, to-wit:

**A parcel of land 75.0 feet in width by 488.0 feet in length, being that portion of the South 75.0 feet of the Northwest Quarter of the Southeast Quarter of Section 5, Township 21 South, Range 20 East, G. & S. R. B. & M., Cochise County, Arizona, lying West of the Northerly projection of the East line of Third Street in Huachuca Village Re-Subdivision, the Plat of which is on file and of record in the office of the County Recorder of Cochise County, State of Arizona.**

TO HAVE AND TO HOLD the same unto the said CITY OF HUACHUCA CITY, and its successors, for the following use and purpose, to-wit:

To use and maintain a paved roadway, known as "School Drive," and parking area that are appurtenant to Huachuca City School, upon, across and over said easement.

Together with the right of ingress and egress to, from, across and along the Grantor's Property, and with the right to use lands adjacent to said easement during temporary periods of reparation, replacement or maintenance of said roadway and/or parking area; the right to repair, replace, maintain and remove said roadway and/or parking area from said easement; and to trim or remove any trees, shrubs or tall grasses that in the judgment of the City may interfere with use or maintenance of said roadway and/or parking area.

It is to be understood that the only parking area maintenance to be performed by the Town should be weed control, trees, shrubs and tall grasses

By accepting this easement, the City of Huachuca City agrees to exercise reasonable care to avoid any damage to said real property above described.

IN WITNESS WHEREOF, and during a properly noticed meeting, the TOMBSTONE UNIFIED SCHOOL DISTRICT #1 has caused this temporary easement to be conveyed.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

Grantor:

\_\_\_\_\_  
Keith Guin, Governing Board President, Tombstone Unified School District #1

**Exempt Pursuant to A.R.S. §§ 11-1134(A)(2), 11-1134(A)(3)**

STATE OF ARIZONA } SS  
County of Cochise }

This instrument was subscribed, sworn to, and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
2019, by \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## **Town of Huachuca City Code of Ethics** **For Elected Officials**

This Code of Ethics is designed to describe the manner in which Councilmembers should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Huachuca City. It is meant to describe more clearly the behavior, manners and courtesies that are suitable for various occasions in order to make public meetings and the process of governance run more smoothly.

The content of this Code of Ethics includes:

	Pages
• Overview of Roles and Responsibilities	1-3
• Policies and Protocol Related to Conduct	3-4
• Council Conduct with One Another	4-6
• Council Conduct with Town Staff	6-7
• Council Conduct with the Public	8-9
• Council Conduct with Other Public Agencies	9-10
• Council Conduct with Boards and Commissions	10-11
• Council Conduct with the Media	11
• Sanctions	12
• Principles of Proper Conduct	13
• Checklist for Monitoring Conduct	13-14
• Glossary of Terms	14

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience stress in making decisions that could impact hundreds of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing in even the most difficult situations.

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### **Overview of Roles and Responsibilities**

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Town of Huachuca City Code and in the Elected Officials Guide published by the League of Arizona Cities and Towns.

#### **Mayor**

- Elected as Mayor (Town Code, Section 2.10.010)
- Serves as Chief Executive Officer of the Town
- Chairs Council meetings (Town Code, Section 2.10.040)
- Calls for special meetings (Town Code, Section 2.20.020)

- Sets agendas in consultation with the Town Manager and Town Attorney
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the Town of Huachuca City
- Calls upon emergency agencies for assistance
- Is advised of Town employee dismissals or suspensions
- Declares Town emergency by proclamation
- Acts as the Town representative at ceremonial functions

#### **Mayor Pro-Tem**

- Serves at the pleasure of the Council
- Performs the duties of the Mayor if the Mayor is absent (Town Code, Section (2.10.020))
- Chairs Council meetings in the absence of the Mayor
- Represents the Town at ceremonial functions at the request of the Mayor

#### **All Councilmembers**

All members of the Town Council shall subscribe an oath stating they will bear true faith and allegiance to the Constitution of the State of Arizona and the Constitution of the United States, and defend them against all enemies, foreign and domestic, and will faithfully and impartially discharge their duties to the best of their abilities. All members of the Town Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

All Councilmembers should:

- Fully participate in Town Council meetings and other public forums while demonstrating kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Represent the Town at ceremonial functions at the request of the Mayor
- Place activities and events on the Council's monthly activities calendar that invite official participation of all Councilmembers. A list of the activities of individual Councilmembers may also be submitted for public record at the option of the Councilmember.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community

- Inspire public confidence in Huachuca City government
- Provide contact information to the Town Clerk in case an emergency or urgent situation arises while the Councilmember is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures such as this Code of Conduct
- Be strongly encouraged to participate in professional development, networking opportunities, and sharing what they've learned

#### **Meeting Chair**

The Mayor will chair official meetings of the Town Council, unless the Mayor Pro Tem or another Councilmember is designated as Chair of a specific meeting. The Meeting Chair:

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda items under consideration
- Makes parliamentary rulings with advice, if requested, from the Town Attorney who acts as an advisory parliamentarian. Chair rulings may be overturned if a Councilmember makes a motion as an individual and the majority of the Council votes to overrule the Chair.

#### **Former Councilmembers and Former Town Staff**

Past members of the Town Council and former staff who speak to the current Town Council about a pending issue should be encouraged to disclose whom they are speaking on behalf of (individual or organization).

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### **Policies & Protocol Related to Conduct**

#### **Ceremonial Events**

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute. Invitations received at Town Hall are presumed to be for official Town Representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

#### **Correspondence Signatures**

Councilmembers do not need to acknowledge the receipt of correspondence, or copies of

correspondence, during Council meetings. The Town Clerk will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Councilmember or the Town Clerk. Official correspondence to the public or other governmental agencies shall be coordinated through the Town Manager.

If correspondence is addressed only to one Councilmember, the Councilmember should coordinate with the Town Manager on the best way to respond to the sender.

#### **Endorsement of candidates**

Councilmembers have the right to endorse candidates for all council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official Town meetings.

#### **Public Announcements in Council Meetings**

Councilmembers who want to speak during the Call to the Public or Councilmembers Report portion of the Council meeting should notify the Chair in advance. Councilmembers, like members of the public, who use this portion of the agenda to recognize achievements or promote an event will be limited to three minutes each, and should keep the focus on matters of community-wide interest. Matters that may require Council action or direction should not be discussed and those items on the agenda should not be used for any form of campaigning.

#### **Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official Town business by Councilmembers are regulated according to the Town of Huachuca City Employee Manual Travel Policy, Section 2.130.795. Town employee travel policies apply to Councilmembers in relation to use of Town vehicles, however the Town employee travel policy regarding per diem payment does not apply to Councilmembers; as Councilmembers monthly stipend covers that type of expense. Expenditures for individual Councilmembers and the Council as a whole shall be determined in the budget process.

#### **Conflict of Interest**

Councilmembers as citizens are often involved in multiple facets of the community. Any Councilmember who has a conflict of interest with a Council issue being discussed or voted upon should recuse themselves from the discussion and from the room, until the discussion is finished. Furthermore, a Councilmember may not speak on call to the public regarding the issue that presents a conflict of interest. A conflict of interest can arise from multiple issues, for



example:

- Ex 1- The town is proposing a grant to repave Elm Street. Councilmember Doe lives on Elm Street. Councilmember Doe should exclude him or herself from any discussion or vote regarding the grant for Elm Street.
- Ex 2- Councilmember Doe is a board member of the Humane Society. The Town is setting a policy for funding the Humane Society. Councilmember Doe should recuse from any discussion or vote regarding the Humane Society.

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### **Council Conduct with One Another**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. This common goal should be acknowledged, even as Council may “agree to disagree” on contentious issues and each councilmember, to the extent possible, will honor decisions of the Council.

### **In Public Meetings**

- **Formal Titles**

The Council should refer to one another formally during public meetings as Mayor, Mayor Pro Tem or Councilmember followed by the individual’s last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the

Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Councilmembers**

If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Councilmembers have a public stage to show how people with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

#### **In Private Encounters**

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the lack of security of written notes, social media, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially public communication.

- **Even private conversations can have a public presence**

Elected officials are always on display - their actions, mannerisms, and language are monitored by people around them. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more Councilmembers or the "linking" together through a common source of four or more individual conversations. Open records law also prohibits proposing a policy or action from one Councilmember to a quorum of Council, even if by blind copy email. Proposed actions or policies should be handled

by the Town Manager's office or Town Clerk contacting Council regarding the proposed policy or action.

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### **Council Conduct with Town Staff**

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect and acknowledgment for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that demonstrates respect for the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable. When possible, it is preferable to ask questions prior to public meetings to allow staff adequate time to research the question and provide meaningful answers.

- **Limit contact to specific Town staff**

Remember Town staff are accountable to their supervisors. Taskings or work assignments from outside the normal chain of supervision could cause staff confusion, inadequate work product and inefficient performance. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Attorney, Town Clerk, or Department Heads. The Office of the Town Manager should be copied on any request.

Requests for follow-up directions to staff should be made only through the Town Manager, or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Councilmembers should ask the Town Manager for direction. Materials supplied to an individual Councilmember in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt Town staff from their jobs**

Councilmembers should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions, in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager privately. Staff should not hesitate to avail themselves of Council expertise where appropriate.

- **Do not get involved in administrative functions**  
Councilmembers must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.
- **Check with Town staff on correspondence before taking action**  
Before sending correspondence, Councilmembers should check with the Town Manager to see if an official Town response has already been sent or is in progress.
- **Do not attend meetings with Town staff unless requested by staff**  
Even if the Councilmember does not say anything the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively. Council may request, through the Town Manager, to attend specific meetings. They should honor the Manager's decision once given.
- **Council request for staff support**  
Routine secretarial support will be provided to all Councilmembers. All mail for Councilmembers is opened by the Town Clerk, unless other arrangements are requested by a Councilmember.  
  
Requests for additional staff support - even in high priority or emergency situations - should be made to the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.
- **Do not solicit political support from staff**  
Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff; to do so could violate the law. Town staff may, as private citizens with constitutional rights, support political candidates for other government entities but all such activities must be done away from the workplace. Employees should be aware of how political support of councilmembers may appear to other councilmembers, even away from the workplace.

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### **Council Conduct with the Public**

#### **In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Councilmembers toward a person participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers and treat them with respect
- Be fair and equitable in allocating public hearing time to individual speakers

The Mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he/she exhibits inappropriate behavior. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**  
It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, looking at or checking at our phone, gazing around the room gives the appearance of disinterest. Be aware of facial expressions--especially those that could be misinterpreted in a negative way.
- **Ask for clarification, but avoid debate and argument with the public**  
Only the Mayor--not individual Councilmembers--can interrupt a speaker during a presentation. However, a Councilmember can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disturbing.

If speakers become flustered or defensive because of Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Councilmembers' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstances**  
Councilmembers should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

#### **IN UNOFFICIAL SETTINGS**

- **Make no promises on behalf of the Council**  
Councilmembers will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further

information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole; remove a library book, plant new trees, etc.) It is important to remember that you are one vote. It takes a quorum of Council to make any Council decision or action.

- **Make no personal comments about other Councilmembers**

It is acceptable to publicly disagree about an issue; but it is unacceptable to make derogatory comments about other Councilmembers, their opinions, or their actions. This also applies when talking with staff about other Councilmembers.

- **Remember Huachuca City is small town**

Councilmembers in the public eye every day that they serve in office. They are constantly being observed by the community. Their behaviors and comments serve as models for proper behavior in the Town of Huachuca City. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

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### **Council Conduct with Other Public Agencies**

- **Be open about representing the Town or personal Interests**

If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.

If the Councilmember is representing another organization whose position is different from the Town, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Councilmembers should be open about which organizations they represent and inform the Mayor and Council of their involvement.

- **Correspondence should be equally clear about representation**

Town letterhead may be used when the Councilmember is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

Town letterhead should not be used for correspondence of Councilmembers representing a personal point of view, and is best not used to express a dissenting point of view from an official Council position. However, should Councilmembers use Town letterhead to express a dissenting point of view, the official Town position must be stated clearly so the reader understands the difference between the official Town position and the viewpoint of the Councilmember. It is inappropriate for a Councilmember to contact a Board or

Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Commissions serve the community, not individual Councilmembers**

The Town Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward." Boards and committees should always remember they are advisory to Council, and often require Council action or approval for their recommendations.

- **Be respectful of diverse opinions**

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. While Councilmembers may have a closer working relationship with some specific individuals serving on Boards and Commissions, they must be fair and respectful of all citizens serving on Boards and Commissions.

- **Keep political support away *from* public forums**

Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Councilmember.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Commission member should be communicated to the Mayor, and the Mayor and Mayor Pro Tem, with prior consultation with the Town Manager, should counsel the offending member. If inappropriate behavior continues, the Mayor and Mayor Pro Tem should bring the situation to the attention of the Council. Conflicts should be resolved at the lowest possible level.

- **Councilmembers are frequently contacted by the media for background and quotes.**  
The best advice for dealing with the media is to “never go off the record.”  
Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.
- **The Mayor is the official spokesperson on the town position.**  
The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official Town position or a personal viewpoint.
- **Choose words carefully and cautiously**  
Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

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### Sanctions

- **Public Disruption**  
Members of the public who do not follow proper conduct in a public meeting may be barred from further testimony at that meeting or removed from the Council Chambers. Severe disruptions shall be dealt with immediately.
- **Inappropriate Staff Behavior**  
Councilmembers should refer any Town staff who does not follow proper conduct in their dealings with Councilmembers, other Town staff, or the public to the Town Manager. These employees may be disciplined in accordance with standard Town procedures for such actions.
- **Councilmembers Behavior and Conduct**  
Town Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Town of Huachuca City and with Inter-government agencies) or have official travel restricted. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out infractions of the Code of Conduct to the offending Councilmember. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged,



Respect for one another as individuals ... respect for the validity of different opinions ...  
Respect for the democratic process ... respect for the community that we serve.

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### Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?  
Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Approved by Huachuca City Town Council, September \_\_, 2018.

then the matter should be referred to the Mayor Pro Tem.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior warrants sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If an alleged violation of the Code of Conduct occurs without being witnessed by Mayor or Council, it should be referred to the Mayor. The Mayor should then contact the Town Attorney regarding the proper investigative procedure to follow. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation, the investigation, and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

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### **Principles of Proper Conduct**

Proper conduct is...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping Integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct is NOT...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

**It all comes down to respect.**



## TOWN MANAGER EVALUATION FORM

REVIEW PERIOD: MAY 2018 TO MAY 2019.

**INSTRUCTIONS:** As you read through the following list, please rate each individual area from the rating scale indicating your rating with a circle (if completing on hard copy) or by checking the box (if completing electronically).

**RATING SCALE:** One means poor performance, and five means excellent performance:

(1) POOR	(2) BELOW AVERAGE	(3) AVERAGE	(4) GOOD	(5) EXCELLENT
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### SECTION A. - RELATIONSHIP WITH THE TOWN COUNCIL

- Keeps the Town Council informed of TOWN's activities, progress and problems. 1  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
- Is receptive to Town Council Members ideas and suggestions.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
- Makes sound recommendations for Town Council Action.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
- Facilitates the decision-making process for the Town Council.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
- Accepts Town Council criticism as constructive suggestion for improvement. 1  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
- Follows up on all problems and issues brought to his/her attention.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

WRITTEN COMMENTS:

TOTAL THIS SECTION:

## SECTION B. - MANAGEMENT SKILLS AND ABILITIES

1. Maintains a smooth-running office.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
2. Prepares all necessary reports and keeps accurate records.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
3. Speaks and Writes clearly.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
4. Proposes organizational goals and objectives prior to each fiscal year.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
5. Plans well in advance.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
6. Is progressive in attitude and action.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
7. Adequately follows through on set plans.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

WRITTEN COMMENTS:

TOTAL THIS SECTION:

### SECTION C. - FISCAL MANAGEMENT

1. Prepares a balanced budget as designated by the Town Council.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
2. Completes the year with a balanced budget.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
3. Displays common sense and good judgment in business transactions.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
4. Adequately supervises fiscal operations.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

TOTAL THIS SECTION:

WRITTEN COMMENTS:

### SECTION D. - PERSONAL AND PROFESSIONAL ATTRIBUTES

1. Projects professional demeanor.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
2. Participates in professional activities.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

WRITTEN COMMENTS:

TOTAL THIS SECTION:

## SECTION E. - PUBLIC RELATIONS (LOCAL, STATE, & FEDERAL)

1. Represents THE TOWN in a positive and professional manner.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
2. Actively promotes THE TOWN to the public, locally, statewide and at a federal level.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

WRITTEN COMMENTS:

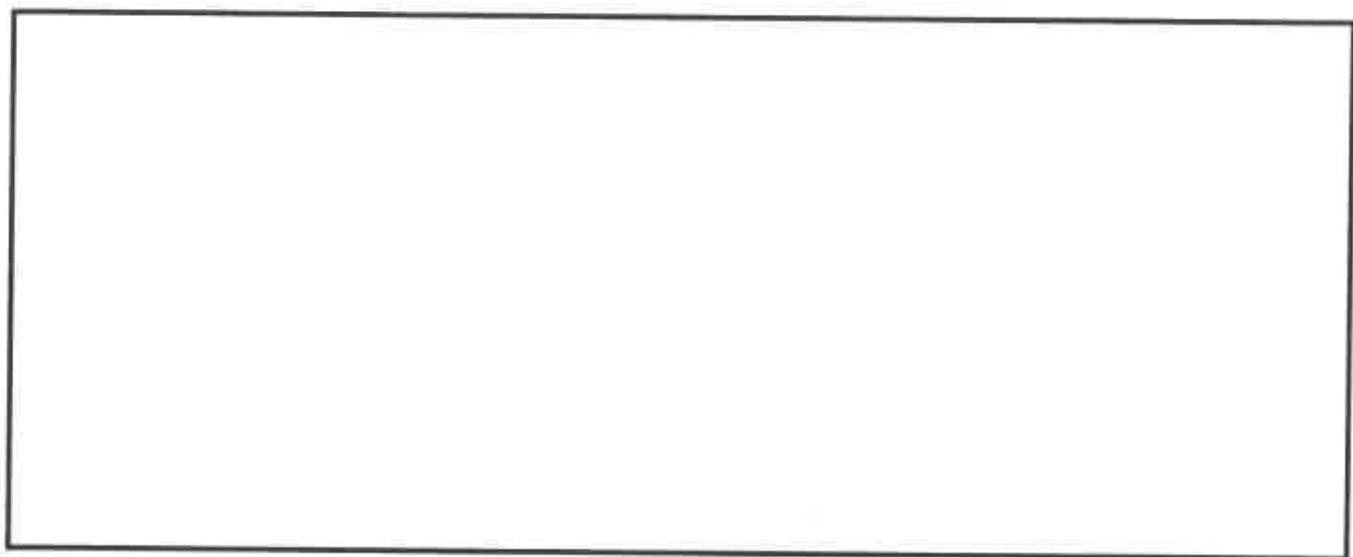
TOTAL THIS SECTION:

## SECTION F.- EFFECTIVE LEADERSHIP OF STAFF

1. Hires and maintains competent staff members.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
2. Encourages staff development.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
3. Follows personnel policies closely.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5
4. Maintains high staff productivity.  
☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

WRITTEN COMMENTS:

TOTAL THIS SECTION:



The following questions are included to provide for further review and discussion of the Town Manager's evaluation.

1. In your opinion what has the Town Manager done well?

2. What could the Town Manager do better?

3. What could the Town Council do to assist the Town Manager in doing a better job?

4. What could the Town Manager do to better serve the Town Council and Programs?

Town Council Member

Date



The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

- Knowledge of parliamentary procedures for conducting Town Council meetings;
- Knowledge of Town procedures, policies, and practices; principles and practices of records and archival management systems; Town of Florence's policies and retention schedules for storage and disposal of records.
- Knowledge of the organization and function of municipal government; Municipal Code, ordinances, resolutions and state statutes as they relate to the Town Council, Town Manager, other Town officials and the public.
- Skill in maintaining an indexing system for public records for the efficient retrieval of selected records.
- Skill in maintaining accurate database for vital records essential to the management and operation of the Town.
- Skill in analyzing systems, equipment and staffing requirements for the efficient management of public records.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with Town employees, officials, other agencies and the general public.
- Ability to effectively operate a personal computer and a variety of software file maintenance applications.
- Ability to use software applications to cross-reference among municipal departments such as zoning, engineering, planning and legal records.

### **Computer Skills:**

Required:

- ☐ Word Processing (MS Word)
- ☐ Spreadsheets (Excel)
- ☐ E-Mail
- ☐ Power Point
- ☐ Internet (proficient in using search engines)

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to carry, push/pull objects and materials up to 25 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination.

Employee must have sufficient clarity of speech and hearing to permit discern verbal instructions, use of telephone, and communications with others.

Position requirements are primarily carried out in an office environment or meeting forum. Noise level is usually moderate.

- Supervises and performs work involved in maintaining and attesting to official Town documents and records; affirms, signs, transmits and notarizes legal Town documents; directs the official publication of notices; officiates at bid openings and directs the preparation of contracts and agreements between the Town and bidders; maintains the municipal code; supervises the preparation and codification of code updates; administers oaths of office; maintains Town ordinances, resolutions, minutes of Council meetings, deeds, contracts, agreements, Town vehicle and equipment titles; administers records management program for current and archival documents; posts and advertises official meetings, public hearings, requests for proposals, and documents of public interest.
- Coordinates and supervises the preparation and distribution of agendas and supporting materials for Council meetings; attends meetings of the Town Council; provides follow-up on actions directed or taken by Council; provides a wide range of information to Council, staff, other governmental agencies, citizens and the news media; plans, prepares and presents oral and written reports to Council and staff.
- Responds to citizen, department and news media requests for information concerning Town elections and Council actions, resolutions, and ordinances.
- Plan and direct the maintenance, filing, safekeeping and timely destruction of official documents in accordance with local and State laws and provide certified copies when required.
- Corresponds with other governmental jurisdictions on matters addressed to the Town Clerk, Town Manager, Town Council, and Mayor.
- Meets with members of the public and provides information, assistance, or referral to other departments or agencies.
- Position may supervise front desk receptionist and Town bus drivers.
- Position also serves as front desk receptionist as needed.
- Performs all other related duties, as assigned.

#### **Education and Experience Required:**

- Bachelor's degree in Public Administration, computer science or related field and five (5) years experience in a municipal clerk/staff role, or any combination of education and experience to provide the desired knowledge, skills and other characteristics.

#### **Certificates, Licenses, Registrations:**

##### **Required:**

- ☐ Must have and maintain a valid Arizona Driver's license
- ☐ Municipal Clerk Certification
- ☐ Certified Elections Official

##### **Preferred:**

- ☐ Master Municipal Clerk Certification
- ☐ Arizona State Elections Certification

#### **Skills and Abilities**

- Knowledge of applicable Federal, State, and municipal laws and procedures;
- Knowledge of political reform requirements;

## **TOWN OF HUACHUCA CITY, ARIZONA**

**POSITION TITLE: Town Clerk**

**FLSA STATUS: Exempt**

**DEPARTMENT: Administration**

**DATE CREATED: 04/11/19**

**SALARY GRADE:**

**DATE REVISED:**

### **JOB SUMMARY:**

Under the administrative direction of the Town Manager, administers the activities of the Town Clerk's office. Performs a variety of routine and complex supervisory, clerical and administrative work in preparing and maintaining the official records of the Town, establishing and maintaining a historical data base and administration of municipal elections. This position works under the administrative direction of the Town Manager, and serves at the pleasure of Town Council. The Town Clerk shall be reappointed biennially following Council elections per Town code.

### **SUPERVISION:**

This position has supervisory responsibility.

### **DUTIES AND RESPONSIBILITIES:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Employees will support the Town's vision and role model these behaviors by:
  - a. Cultivating a positive work environment.
  - b. Providing quality customer service and maintaining productive working relationships.
  - c. Prioritizing and setting manageable goals.
  - d. Being efficient with time at work.
  - e. Communicating effectively with management, staff, customers, and visitors.
  - f. Being flexible and taking criticism constructively.
- Employees will support compliance-related items by:
  - a. Following internal procedures and external regulations.
  - b. Bringing compliance issues to the attention of management.
  - c. Working collaboratively in all facets of position to meet position requirements and support Town goals.
  - d. Conform with all safety rules and use all appropriate safety equipment.
- Plans and conducts Town elections; train election staff; order and maintain election supplies and equipment; ensures compliance by candidates and political action committees of elections requirements.
- Recommends policies for Town Manager and Town Council consideration; develops manages, and submits Town Council budget.

## Town of Huachuca City

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**TITLE:** Town Clerk

**JOB CODE:**

**DEPARTMENT:** Administration

**FLSA:** Exempt

**PREPARED:** February 28, 2018

**REVISED:**

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### **INTRODUCTION:**

The Town of Huachuca City, located in beautiful Southern Arizona, is seeking a Town Clerk.

Please go to [www.huachucacityaz.gov](http://www.huachucacityaz.gov) to see the complete job description.

Please forward your cover letter, resume and at least three professional references to:

Matthew Williams, City Manager  
Town of Huachuca City, AZ  
500 N. Gonzales Boulevard  
Huachuca City, AZ 85616  
Fax Number (520) 456-2230  
Email Address: [mwilliams@huachucacityaz.gov](mailto:mwilliams@huachucacityaz.gov)

### **OBJECTIVE:**

Under general supervision, performs technical, legal and administrative duties in managing the official records of the Town, maintaining the required historical municipal data and conducting municipal elections.

### **DUTIES:**

- Maintains City Ordinance Code Book (Task Sheet B)
- Gives public notice of election; records election proceedings (Task Sheet E)
- Assists in issuing all licenses and permits (Task Sheet C)
- Assists in collecting for city utilities and services (Task Sheet C)
- Notarizes documents (Task Sheet A)
- To maintain all of the required and appropriate records of a town. (Task Sheet B)

- To hold the Town seal, Town Notary and provide for the issuance of all town business, licenses, permits, ordinances, etc. (Task Sheet C)
- To coordinate the operations of the front office receptionist and bus drivers. (Task Sheet E)
- To manage the operation of the Town bus line including applying and managing bus grant funds.
- To be the election official for the Town of Huachuca City. (Task Sheet F)
- To monitor and comply with all changes in the Town, County, State and Federal laws or procedures. (Task Sheet H)
- Maintain Town Records according to Arizona Open Records Laws.
- Manage Town utility billing.
- Performs other assigned duties

#### **SPECIAL REQUIREMENTS:**

- Needs to be flexible to accommodate time required for special events, Town Council meetings, executive sessions, emergencies, etc.
- Needs to travel to attend trainings, meetings, etc.
- Must have or receive Certified Municipal Clerk certification within eighteen (18) months of appointment.
- Must have or receive Master Municipal Clerk certification with thirty-six (36) months of receiving Certified Municipal Clerk certification.
- Shall maintain a current Arizona driver license in good standing.
- Ability to be bonded.

#### **SUPERVISORY CONTROLS**

The City Manager assigns all work in terms of department goals and objectives. The City Manager reviews work thru conferences, reports and observation of department activities.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision of (1) Front Desk Receptionist and (2) bus drivers.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

**MINIMUM QUALIFICATIONS**

**Associate's Degree in Public Administration of Business Administration; AND five (5) years' experience in government administration; OR an equivalent combination of education and experience.**

## **Task Sheet A**

### **Appropriate Functions**

- **Accepts claims for damages and other legal papers served on the Town.**
- **Provide for Notary service to the public during regular business hours.**
- **Prepares departmental budget.**
- **Provides information and assistance to constituents, visitors and others having business with the Town; explains laws, rules, regulations, policies and procedures to constituents.**



## **Task Sheet B**

### **Records**

- **Indexing and archiving all of the Town Ordinances, Resolutions, and Proclamations in accordance with Arizona Revised Statutes.**
- **Abide by Arizona Open Records Law requirements.**
- **Prepares quarterly update of Town Code and updates website.**
- **Maintains absolute confidentiality of work-related issues, records and Department information.**

## **Task Sheet C**

### **Official Duties**

- **Administers the oath of office to public officials and police officers.**
- **Maintains the custody of the Municipal Seal and serves as Notary public.**
- **Ability to prepare legal documents.**
- **Issues and records business, liquor and other regulatory licenses.**
- **Maintains records of easements, right of ways, ownership and other land related records.**
- **Serves as the Town Election Official.**
- **Maintains Town Utility billing.**
- **Manages front desk receptionist and bus drivers.**
- **Manages town bus line, including grant application and management.**

## **Task Sheet D**

### **Town Hall**

- Provides for public inspection of all public records and documents as defined in State statute.
- Furnishes and certified copy of any record or document.
- Retains and disposes of records in accordance with State record retention guidelines.
- Possesses skill in the use of a personal computer and standard business software.
- Exhibits skill in following and effectively communicating verbal and written instructions.
- Possesses skill in the use of basic office machinery, to include postage meters, copiers, printers and adding machines.
- Exhibits skill in dealing with the public in a courteous and professional manner.

## **Task Sheet E**

### **Elections**

- **Performs the duties of the Town election official.**
- **Acts as the filing officer for the Town in matters related to candidate finances.**
- **Maintain an accurate reference for all federal and state election laws.**
- **Ensure town compliance with all election laws, both state and federal.**
- **Provide for the proper storage and handling of all election material, including pre- and post-election materials.**

## **Task Sheet F**

### **Council Related Items**

- **Preparation, posting and dissemination of session agendas of all Regular and Special Meetings of the Town Council and all standing committees.**
- **Preparation, posting and dissemination of session minutes of all Regular and Special Meetings of the Town Council and all standing committees.**
- **Preparation of all agenda packets, when requested and/or required, including all materials to be considered by Mayor and Council at all Regular and Special sessions.**
- **Collection and distribution of Monthly Department Head reports.**
- **Posting of Notices of Quorum as necessary and/or required.**
- **Maintains Council calendar and issues reminders to staff regarding various meetings and events.**





## **TOWN CLERK**

Department: **Town Clerk**  
Reports to: **Town Manager**

Class Code: **30**  
FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under limited supervision, performs various administrative services in support of the Town Manager, Town Council and constituents.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers all business transacted by the Town Council; prepares meetings; maintains meeting agendas; reviews and compiles all agenda items; prepares agenda reports for department activities, as well as the Mayor and Council, agendas, agenda packets and meeting minutes; administers the Town's compliance of the Open Meeting laws.
- Administers the membership of all public bodies appointed by the Town Council; recruits applicants for appointment to public bodies; prepares meetings for review and applicant interviews; administers the Open Meeting Law to ensure compliance; provides direct support to assigned public bodies; directs staff providing support to other public bodies.
- Administers all election-related services in accordance with local, state and federal laws, including regular and special elections, initiatives, referendums, recalls and campaign finance reporting; provides support to the County for county, state, federal and special district elections.
- Administers the records retention program; maintains inactive records; manages permanent records archiving; develops records policies and upholds State records policies; manages public records requests; performs local legislative research for staff and/or other agencies.
- Provides managerial services; manages projects; trains department staff members; trains other staff members on various topics; educates staff members and the public regarding various laws, procedures and practices; responds to inquiries and research requests from staff, the public and external agencies.
- Processes and maintains records approved by the Town Council, including filing, archiving, legal publishing and recording; directs staff in the execution of these activities.
- Administers the department budget; directs staff support of the Town Council budget.
- Provides support services to both internal and external customers; administers the citizen complaint process; administers and provides notary services; processes and maintains updates to the Town Code and Tax Code; maintains a legislative history for both; administers and maintains bankruptcy notices; maintains the Town fee schedule; provides public relations information.
- Directs staff support services to internal and external customers regarding business licensing, special event vendors, liquor uses, reception, public information, mail and shipping services and office supply purchasing.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

## **JOB DESCRIPTION**

## **Town Clerk**

- Performs related duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in public administration or a closely related field and five years of experience as a Municipal Clerk, including two years of experience in project management, public relations, administration and organizational management, or an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Certified Municipal Clerk.

Certified Election Official.

Arizona Notary Commission.

Possession of a valid driver's license.

#### **Required Knowledge of:**

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of public administration.
- Municipal government.
- Legal powers and the duties of town officials.
- Local, county, state and federal election and campaign finance laws and practices.
- Records management principles, practices and techniques.
- State laws regarding open meetings, public records and records management.
- State laws regarding liquor licensing, business licensing and notary.
- Code codification procedures, parliamentary procedures, municipal publishing and notification requirements, process for adopting local laws, government budgeting and financial management and procurement procedures.
- Uses and applications of personal computers and various software applications.

#### **Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

#### **Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.





## **TOWN CLERK**

Department: **Town Clerk**  
Reports to: **Town Manager**

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- Administers all business transacted by the Town Council; prepares meetings; maintains meeting agendas; reviews and compiles all agenda items; prepares agenda reports for department activities, as well as the Mayor and Council, agendas, agenda packets and meeting minutes; administers the Town's compliance of the Open Meeting laws.
- Administers the membership of all public bodies appointed by the Town Council; recruits applicants for appointment to public bodies; prepares meetings for review and applicant interviews; administers the Open Meeting Law to ensure compliance; provides direct support to assigned public bodies; directs staff providing support to other public bodies.
- Administers all election-related services in accordance with local, state and federal laws, including regular and special elections, initiatives, referendums, recalls and campaign finance reporting; provides support to the County for county, state, federal and special district elections.
- Administers the records retention program; maintains inactive records; manages permanent records archiving; develops records policies and upholds State records policies; manages public records requests; performs local legislative research for staff and/or other agencies.
- Provides managerial services; manages projects; trains department staff members; trains other staff members on various topics; educates staff members and the public regarding various laws, procedures and practices; responds to inquiries and research requests from staff, the public and external agencies.
- Processes and maintains records approved by the Town Council, including filing, archiving, legal publishing and recording; directs staff in the execution of these activities.
- Administers the department budget; directs staff support of the Town Council budget.
- Provides support services to both internal and external customers; administers the citizen complaint process; administers and provides notary services; processes and maintains updates to the Town Code and Tax Code; maintains a legislative history for both; administers and maintains bankruptcy notices; maintains the Town fee schedule; provides public relations information.
- Directs staff support services to internal and external customers regarding business licensing, special event vendors, liquor uses, reception, public information, mail and shipping services and office supply purchasing.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

## **JOB DESCRIPTION**

## **Town Clerk**

- Performs related duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in public administration or a closely related field and five years of experience as a Municipal Clerk, including two years of experience in project management, public relations, administration and organizational management, or an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Certified Municipal Clerk.

Certified Election Official.

Arizona Notary Commission.

Possession of a valid driver's license.

#### **Required Knowledge of:**

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of public administration.
- Municipal government.
- Legal powers and the duties of town officials.
- Local, county, state and federal election and campaign finance laws and practices.
- Records management principles, practices and techniques.
- State laws regarding open meetings, public records and records management.
- State laws regarding liquor licensing, business licensing and notary.
- Code codification procedures, parliamentary procedures, municipal publishing and notification requirements, process for adopting local laws, government budgeting and financial management and procurement procedures.
- Uses and applications of personal computers and various software applications.

#### **Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

#### **Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.

## JOB DESCRIPTION

## Town Clerk

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 • Fax 928-632-7365**

## **JOB DESCRIPTION**

### **Town Clerk**

#### **A. JOB OBJECTIVES**

Plan, direct, review and implement the activities and operations of the Office of the Town Clerk. Coordinate assigned activities with other Town programs and outside agencies. Provide highly responsible and complex administrative support to the Town Manager.

#### **B. SUPERVISION RECEIVED AND EXERCISED**

Receive supervision from the Town Manager. Exercise direct, technical, and functional supervision over assigned personnel.

#### **C. POSITION ACCOUNTABILITIES**

May include, but are not limited to, the following:

- Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.
- Serve as Clerk to the Town Council; attend Town Council meetings and record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, recording, filing, indexing and safekeeping of all proceedings of the Council.
- Direct and supervise the preparation, organization, printing, and distribution of notices, agendas, and Council packets for Town Council meetings.
- Ensure that the boards, commissions, and committees of the Town are supported in a substantially similar way.
- Record and certify ordinances and resolutions; keep the Town Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Supervise and participate in the development and administration of the office budget; direct the forecast of additional funds needed for training, staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews;

- provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as Town Elections Official; plan and conduct periodic Town elections and other legal requirements of the Town Clerk's Office in accordance with current federal, State, and municipal laws; coordinate with election staff; order and maintain election supplies and equipment.
- Serve as Chief Records and Information Management Officer of the Town's Records and Information Management Program.
- Plan, direct and implement the maintenance and/or expansion of the Information Management Program and the filing, safekeeping, and/or timely destruction of official municipal documents according to all federal, state, and municipal legal requirements.
- Ensure that the Town's historical documents are archived and current computer indexing of all official records is maintained in conformance with existing federal, state, and municipal laws, policies, procedures, or programs.
- Ensure that, as applicable, all notices, ordinances, resolutions, and other documents are posted, recorded, published in conformance with existing federal, state, and municipal laws, policies and procedures.
- Administer Oath of Office to elected officials. Develop and implement office systems and procedures.
- Assist the public and Town staff by providing specific or general information requiring interpretation of policies, procedures, precedents, rules and regulations, including federal, state, and local laws as applicable to the operation of the Town or the Office of the Town Clerk.
- Coordinate the activities of the Town Clerk's Office with other Town programs and outside agencies.
- Maintaining the Town website and its social media site to meet state and local posting needs.
- Performs the duties of the Town Manager during the temporary absence of the Town Manager.
- Perform other tasks as assigned.

## **D. CRITICAL SKILLS/EXPERTISE**

These are needed to complete position accountabilities.

### ***D.1 Knowledge of:***

- Applicable Federal, State, and municipal laws, procedures and regulations including those related to Open Meeting Laws, municipal elections, and records and Information management.
- Political reform requirements.

- Business English, spelling, and arithmetic.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of records and information management profession, as it pertains to municipal government.
- Principles and techniques of budget development and administration.
- Modern office practices, procedures and computer equipment. Knowledge of Granicus; Laserfiche; and Windowware applications, beneficial.

### ***D.2 Ability to:***

- Provide information and organize material in compliance with laws, regulations, and policies.
- Quickly adopt and implement technological improvements related to the role.
- Communicate clearly and concisely, both orally and in writing, with the public and all levels of management and personnel.
- Maintain professional status through memberships in professional organizations, literature review, and specialized courses.
- Direct the retention or destruction of official records in accordance with applicable laws and regulations.
- Prepare and administer a program budget.
- Select, supervise, train, and evaluate assigned personnel.

## **E. Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### ***E.1 Experience:***

Progressively responsible experience performing complex administrative office work, preferably in a Town Clerk's office.

### ***E.2 Training:***

A Bachelor's degree in Business or Public Administration is highly desirable. An Associate's degree in a related field is preferred. Additional equivalent work experience on a year for year basis may be substituted for the Bachelor's degree; i.e., one year's experience per one-year college, supplemented by college level course work in areas relating to election conduct, records and information management, computer science, business law, human relations, management and supervision, accounting, public or business administration.

## **F. ADDITIONAL REQUIREMENTS**

### ***F.1 Physical Requirements:***

Exerting up to 20 pounds of force occasionally and 30 or more pounds of force infrequently. The use of arms and/or leg controls requires exertion of forces greater than that for sedentary work, and medium to heavy work may be involved to carry out records and information management functions; involves sitting most of the time.

### ***F.2 Work Environment:***

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

### ***F.3 License or Certificate:***

Possession of, or ability to obtain, a valid Arizona driver's license. Designation as a **Certified Municipal Clerk is highly desirable**. Ability to obtain a **Certified Municipal Elections Official** designation within five years of appointment. Notary Public.

**FLSA Status:** Exempt.

**Position Type:** Full Time.

Revised: 7/2008, 6/2017; 4/2019

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A  
DISABILITY SHOULD ADVISE THE TOWN MANAGER.

Human Resources: 928-632-7362

EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

2735 S. Hwy 69, P.O. Box 69, Humboldt, AZ 86329, Phone 928-632-7362 • Fax 928-632-7365





# **TOWN OF MIAMI**

## **JOB DESCRIPTION**

**POSITION:** Town Clerk  
**SALARY RANGE:** Negotiable  
**DEPARTMENT:** Administration

**REPORTS TO:** Town Manager  
**CLASSIFICATION:** Exempt

**GENERAL DESCRIPTION:** This management level position is appointed by and serves at the pleasure of the Town Council and works under the general supervision of the Town Manager.

This position works with considerable freedom of action yet must work within the confines of the policies and direction of the Town Council and Town Manager utilizing the Town Code and State Statute to supervise, coordinate and perform a variety of complex professional and administrative tasks in planning, developing, directing and managing the office of the Town Clerk. Specific functions comprising the responsibilities of this position may vary depending on the priorities and the needs of the Town and requirements of Federal and State laws.

**SUPERVISION RECEIVED/EXERCISED:** The Town Clerk receives administrative direction from the Town Manager.

**TYPICAL DUTIES/RESPONSIBILITIES:** The following duties and responsibilities are normal for this position: The omission of specific statements of the duties and responsibilities of this position does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required or assigned by the Town Manager.

- Provides support to the Town Council and Town Administration by preparing agenda packets for various meetings, including meeting minutes and follow-up action on all items, assisting Mayor and Council members with administrative functions and coordinating special meetings and projects.
- Ensures compliance with State of Arizona Open Meeting Laws for all Town Council and Council appointed Committees, Boards and Commissions.
- Manages all public records for Town by maintaining a town-wide records management program, updating town record files, maintaining and administering town ordinance and resolution index and files, and maintaining and updating Town Municipal Code.
- Determines the necessity for retention, microfilming and destruction of records to meet State of Arizona legal requirements.
- Attends regular training session to keep current with State statutes and regulations.
- Serves as Chief Election Officer and directs the official publication of notices; plans and conducts Town elections in accordance with Federal, State and local laws; provides

forms and informs candidates and political action committees of filing deadlines and requirements.

- Attends meetings of the Mayor and Town Council, Town Management Team, Committees, Boards and Commissions as assigned.
- Ensures that Property Records are accurately maintained to serve Town departments and the public.
- Recommends policies for Town Manager and Town Council consideration; implements approves policies and develops and implements compatible procedures and plans.
- Research information in the municipal archives upon request of public officials and private citizens.
- Prepares ordinances, resolutions and proclamation so that they can be executed, recorded, archived and distributed.
- Collaborates with other staff to assist in the development and implementation of goals, objectives, policies and priorities.
- Process claims against the municipality, maintaining files and log of claims and coordinate claim response and handling with municipal claims administrators.
- Explain benefit coverages to new employees and assist in their enrollment in insurance plan.
- Coordinate initial and other required drug testing of employees and maintain all related documentation.
- Process, maintain, request and issue all Town of Miami Business licenses.
- Process Liquor License Applications and Special Event Liquor License Applications.
- Receives and process public complaints. Follow up on complaints to ensure that complaints are addressed and finalized.
- Responsible for all Human Resources functions and maintaining of employee personnel files.
- Responsible for Health and Liability insurance along with Risk Management.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

## **QUALIFICATIONS:**

### **Education:**

- An Associate or Bachelor's degree in Business or Public Administration and three years of progressively responsible experience in a municipal government is preferred. However, any equivalent combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance will be considered.
- Certification as a Municipal Clerk or Master Municipal Clerk and Certified Municipal Election Official is highly desirable.

**Skills:**

- Skill In communicating effectively, orally and in writing with City Council, City Administration, and the public.
- Skill in drafting Resolutions and Ordinances.
- Ability to exercise good judgement in handling sensitive information and situations.
- Ability to plan, organize, direct, and supervise the functions of the Town Clerk's office; to assist with development of a department budget and control expenditures; to research, analyze and logically organize facts and information; to accurately maintain and update comprehensive records; and to establish and maintain effective working relationships with employees, officials, other agencies, and the general public.
- Ability to work well in a team-orientated environment, establish and maintain effective working relationships with the Town Council, Town Manager, Town Employees, Committees, Boards, Commissions, Citizens and other governmental agencies and conduct and participate in short-term and long-range planning activities.
- Ability to work effectively in an ever-changing municipal governmental setting.
- Ability to carry out assigned projects to their completion within the timelines established.

**Knowledge of:**

- A comprehensive knowledge of the State, Town and Federal statutes in regards to public records.
- Knowledge of principles and practices of public administration and management; modern management techniques, supervisory practices and evaluation methods.
- Knowledge of state statutes and City codes relative to records, records retention, revenue accounting, and municipal meetings.
- Knowledge of modern theories, principles and practices of planning and organization; principles and practices of effective administration with particular attention to planning and organizing of Town Elections.
- Knowledge of principles and methods of public finance, budget preparation and monitoring.
- Knowledge of principles and practices of insurances, loss prevention, and claims management.

**Special Requirements:**

- Must be bondable.
- Valid Arizona Drivers License.
- Must sign an Internal Confidentiality Statement.
- Must be a Certified Municipal Clerk.
- Must be a Certified Election Official.
- Serve as notary of the public.
- Must be able to pass a drug, alcohol and background test.

**WORKING CONDITIONS:**

While performing the duties of this job the employee will typically work in a temperature controlled public building. Frequent sitting, stooping, bending, stretching, lifting, and standing, and movement in the areas described are required.



Arizona law does not afford workers' compensation coverage for volunteers except those that specifically may be deemed by statute to be employees. A.R.S. 23-901 lists these volunteers as follows:

Members of volunteer fire departments (23-901,5D)

Members of Arizona Highway Patrol reserve (23-901,5E)

Members of Volunteer Sheriff's reserve (23-901,5G)

Volunteer certified ambulance drivers and attendants (23-901,5K)

Volunteer workers of a licensed health care institution (23-901,5L)

Search and rescue operation volunteers (23-901,5M)

Volunteers who participate in emergency management training, exercise or drills registered with the division of emergency services or any political subdivision (23-901,5N)

Members of the Arizona Game & Fish Department reserve (23-901,5O)

Volunteer workers of a county, city, town or other political subdivision (23-901.06)

Handicapped persons in vocational training by a non-profit organization and qualified clients of such an organization (23-901.07)



**Flora M. Jackman Library Friends  
(aka Friends of the Huachuca City Library)**

**Constitution and By-Laws**

**Article I - Name**

The name of the organization shall be "Flora M. Jackman Library Friends" (aka Friends of the Huachuca City Library), hereinafter called "Friends".

**Article II - Purpose**

The purpose of the "Friends" shall be to promote knowledge of the function, resource services and needs of Huachuca City Flora M. Jackman Library; to raise monies to be used in improving services to the community that are beyond the budget of the Town of Huachuca City; and foster relations between the library and the community.

**Article III - Membership**

Membership in the Friends shall be open to all library patrons or members of the community who wish to help develop and increase public awareness of the services the library provides. Each member shall be entitled to one vote when present at any Friends' meeting.

**Article IV - Officers**

The officers of the Friends shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer and will be elected annually each April for a term of one year.

The President shall be responsible for conducting all meetings of the Friends. The President will appoint *ad hoc* committees as needed.

The Vice-President shall serve as President in the absence of the President.

The Recording Secretary shall take the minutes of the meeting and distribute copies to the membership.

The Corresponding Secretary shall handle all written correspondence.

The Treasurer shall be responsible for all financial transactions and the reporting thereof.

#### **Article V - Meetings**

The Friends shall hold an open regular monthly meeting in the Huachuca City Flora M. Jackman Library. Two officers and two members (who may be officers) are required to have a quorum to conduct a meeting. The President and/or Executive Board may call special meetings if needed.

#### **Article VI - Distribution of Assets**

Should the Friends be dissolved all monies remaining after payments of outstanding liabilities shall be given to the Town of Huachuca City's General Fund designated for library use only.

#### **Article VII - Amendments**

Any of these bylaws may be added to or amended at any meeting by a majority vote of those present.

President

Vice-President

Secretary

Treasurer



### **Our Mission**

To provide financial assistance to the Huachuca City Flora M. Jackman Library for expenses not budgeted by the Town of Huachuca City and to promote library use, literacy, and volunteerism in general. We also provide other services to the library when requested by the library staff.

### **Our Vision**

To become a viable 501(c)(3) corporation entirely separated from the Town of Huachuca City with its own facilities that will generate revenue to allow us to accomplish our mission.



# FAIR HOUSING PROCLAMATION

**W**HEREAS, The Civil Rights Act of 1968 (commonly known as the Federal Fair Housing Act) and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familiar status or national origin; and

WHEREAS, the 1968 and 1988 Federal Fair Housing Acts declare that it is a national policy to ensure equal opportunities in housing; and

WHEREAS, April has traditionally been designated as Fair Housing Month in the United States;

NOW, THEREFORE, I, JOHANN WALLACE, MAYOR OF HUACHUCA CITY, ARIZONA do proclaim April as Fair Housing Month in Huachuca City, Arizona and do hereby urge all citizens of this community to comply with the letter and spirit of the Fair Housing Law.

\_\_\_\_\_  
Johann Wallace, Mayor of Huachuca City, AZ

Attest:

\_\_\_\_\_  
Matthew Williams, Town Manager, Huachuca City, AZ

Signed this 11th day of April 2019

